

**MINUTES  
VILLAGE OF LAKEPARK COUNCIL MEETING  
3801 LAKE PARK ROAD, LAKE PARK, NC  
REGULAR SESSION**

**7 PM**

**OCTOBER 11, 2016**

**ATTENDING:** Mayor David Cleveland  
Mayor Pro-Tem Sandy Coughlin  
Council Members: John Barnes, Pam Jack, Fabian Szarko and Ashley Dance.  
Village Administrator Cheri Clark  
Finance Officer Cheryl Bennett  
Attorney Ken Swain

**CALL TO ORDER:** Mayor David Cleveland called the October 11, 2016 Regular Session Council meeting to order.

**INVOCATION:** Fabian Szarko gave the invocation.

**PLEDGE OF ALLEGIANCE:** Mayor David Cleveland led the Pledge of Allegiance.

**PUBLIC COMMENT:** There was no public comment. Mayor David Cleveland encouraged everyone at the meeting to support Breast Cancer, Autism and Domestic Violence Awareness this month.

**APPROVAL OF MINUTES:** John Barnes made the motion to approve the September 13, 2016 Regular Session Council minutes and the September 13, 2016 Closed Session minutes. Pam Jack seconded the motion. Vote – Unanimous.

**CHANGES TO THE AGENDA:** Sandy Coughlin made the motion to adopt the October 11, 2016 Council Meeting Agenda as presented. Ashley Dance seconded the motion. Vote – Unanimous.

**SECURITY REPORT:** Deputy Rucker shared that there were 89 calls for service including 6 alarm calls, 3 animal complaints, 1 burglary to vehicle, 2 property damage vandalism mischief, 2 suspicious person, 15 traffic stops and 286 self-initiated calls. Deputy Rucker also shared that the Village has had 4 burglary to vehicle incidents in the last week. All four of the vehicles were left unlocked.

**VOLP FIVE YEAR DEVELOPMENT PLAN:** Pam Jack shared that the 2016 Community Development Plan Survey is going out to all of the residents with the October newsletter. The Five Year Development Committee will also have a booth at the Fall Festival.

**FINANCE OFFICER'S REPORT:** Cheryl Bennett shared that the Auditor was here today and that the audit should be ready by the end of October for the state and Council. The Village has received half of our Powell Bill funds for the year - \$48,172.73.

	Sep 16	Jul - Sep 16	YTD Budget	% of Budget
<b>General Fund</b>				
<b>Income</b>				
<b>Property Taxes</b>				
Ad valorem current year	26,934.42	66,676.83	543,767.00	12%
Utility ad valorem	0.00	0.00	6,740.00	0%
Motor vehicle tax	8,987.44	15,741.69	70,587.00	22%
Ad valorem prior years	885.04	1,420.52	2,500.00	57%
Prior years motor vehicle tax	0.00	0.00	50.00	0%
Penalties and interest	526.30	707.49	2,800.00	25%
<b>Total Property Taxes</b>	<b>37,333.20</b>	<b>84,546.53</b>	<b>626,444.00</b>	<b>13%</b>
<b>Other Taxes</b>				
Stormwater Fees- current year	2,005.00	5,945.00	42,830.00	14%
Stormwater fees - prior years	90.00	180.00	150.00	120%
<b>Total Other Taxes</b>	<b>2,095.00</b>	<b>6,125.00</b>	<b>42,980.00</b>	<b>14%</b>
<b>State Shared Revenues</b>				
Alcoholic Beverage Tax	0.00	0.00		
Sales and use tax	3,381.98	3,381.98	180,000.00	2%
Telecom. Sales Tax	-38.04	-38.04	2,000.00	-2%
Elec. Sales Tax	-1,948.52	-1,948.52	105,000.00	-2%
Video Prog. Sales Tax	-24.30	-24.30	20,000.00	0%
Piped Gas Sales Tax	-254.41	-254.41	7,900.00	-3%
Solid Waste Disposal Tax	0.00	574.75	3,300.00	17%
<b>Total State Shared Revenues</b>	<b>1,116.71</b>	<b>1,691.46</b>	<b>318,200.00</b>	<b>1%</b>
<b>Parks &amp; Recreation Revenue</b>				
Program Fees	70.00	1,141.75	1,400.00	82%
Facility Rentals	235.00	820.00	3,000.00	27%
Daily swim fees	382.00	10,392.80	12,000.00	87%
Season pass pool fees	-95.00	1,455.00	49,000.00	3%
<b>Total Parks &amp; Recreation Revenue</b>	<b>592.00</b>	<b>13,809.55</b>	<b>65,400.00</b>	<b>21%</b>
<b>Other revenues</b>				
Zoning Permits	100.00	500.00	500.00	100%
Approp. Fund Bal. Stormwater	0.00	0.00	32,370.00	0%
Approp. Fund Balance	0.00	0.00	77,383.00	0%

Civil Penalties	0.00	60.00	500.00	12%
Investment revenue	53.04	638.15	800.00	80%
Miscellaneous	0.00	518.29	1,000.00	52%
<b>Total Other revenues</b>	<b>153.04</b>	<b>1,716.44</b>	<b>112,553.00</b>	<b>2%</b>
			<b>1,165,577.00</b>	
	<b>41,289.95</b>	<b>107,888.98</b>	<b>0</b>	<b>9%</b>

#### Expense

##### General Government

##### Other Expenditures

Economic Development	4,990.00	5,525.00	8,500.00	65%
Contingency	0.00	0.00	10,000.00	0%
<b>Stormwater Expense</b>				
Advertising	0.00	0.00	100.00	0%
Dues and Permits	0.00	0.00	250.00	0%
Cap.Outlay- Pet Waste Stations	0.00	0.00	0.00	0%
Prof. Fees - Engineering	426.25	520.00	15,000.00	3%
Repairs & Maint. Services	3,000.00	3,000.00	60,000.00	5%
<b>Total Stormwater Expense</b>	<b>3,426.25</b>	<b>3,520.00</b>	<b>75,350.00</b>	<b>5%</b>

<b>Total Other Expenditures</b>	<b>8,416.25</b>	<b>9,045.00</b>	<b>93,850.00</b>	<b>10%</b>
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##### Planning and Zoning

Zoning Admin. Services	919.42	2,758.26	11,033.00	25%
Code Enforcement Services	0.00	0.00	1,300.00	0%
Consulting Fees	0.00	0.00	1,600.00	0%
Legal Services	0.00	0.00	3,000.00	0%
Advertising	0.00	0.00	220.00	0%
Postage	32.56	32.56	80.00	41%
Supplies	36.58	36.58	300.00	12%
Training	375.00	675.00	700.00	96%
<b>Total Planning and Zoning</b>	<b>1,363.56</b>	<b>3,502.40</b>	<b>18,233.00</b>	<b>19%</b>

##### Gen. Govt. Personal Services

Adm Assistant	765.00	1,950.00	7,890.00	25%
Clerk/Tax Collector	5,351.16	16,053.48	64,214.00	25%
Council	3,138.75	3,138.75	12,555.00	25%
Finance Officer	1,386.58	4,159.74	16,639.00	25%
Mayor	1,287.50	1,287.50	5,150.00	25%
Payroll Expenses	982.95	2,245.13	9,042.00	25%
<b>Total Gen. Govt. Personal Services</b>	<b>12,911.94</b>	<b>28,834.60</b>	<b>115,490.00</b>	<b>25%</b>

<b>Professional Fees</b>				
Engineering Fees	0.00	0.00	400.00	0%
Auditing Services	0.00	0.00	4,600.00	0%
Legal Services	0.00	40.00	15,000.00	0%
<b>Total Professional Fees</b>	<b>0.00</b>	<b>40.00</b>	<b>20,000.00</b>	<b>0%</b>
<b>Supplies and Materials</b>				
Office	141.24	1,151.99	6,000.00	19%
<b>Total Supplies and Materials</b>	<b>141.24</b>	<b>1,151.99</b>	<b>6,000.00</b>	<b>19%</b>
<b>Services</b>				
Advertising	0.00	0.00	200.00	0%
Membership and dues	0.00	4,585.00	5,000.00	92%
Bank charges	115.39	310.68	860.00	36%
Elections	0.00	0.00	0.00	0%
Insurance/bonds	0.00	7,090.23	8,200.00	86%
Miscellaneous oper. exp.	0.00	0.00	700.00	0%
Website/flyers	0.00	0.00	1,500.00	0%
Printing & Delivery Newsletter	175.00	460.00	2,400.00	19%
Postage	91.00	91.00	500.00	18%
Property Tax	16.49	246.28	600.00	41%
Strategic Planning	274.36	274.36	1,000.00	27%
Tax collection	195.65	403.63	2,800.00	14%
Telephone	477.60	1,432.92	5,200.00	28%
Training	0.00	0.00	600.00	0%
Travel	537.20	561.50	1,500.00	37%
<b>Total Services</b>	<b>1,882.69</b>	<b>15,455.60</b>	<b>31,060.00</b>	<b>50%</b>
<b>Capital Outlay</b>				
Laptop	0.00	0.00	1,500.00	0%
Sidewalk repairs	20,290.00	20,290.00	20,290.00	100%
Reserve for Capital Replacement	0.00	0.00	10,000.00	0%
<b>Total Capital Outlay</b>	<b>20,290.00</b>	<b>20,290.00</b>	<b>31,790.00</b>	<b>64%</b>
<b>Total General Government</b>	<b>45,005.68</b>	<b>78,319.59</b>	<b>316,423.00</b>	<b>25%</b>
<b>Parks &amp; Recreation</b>				
<b>Parks/Rec. Supplies &amp; Materials</b>				
Flags	0.00	0.00	3,500.00	0%
Janitorial /Cleaning Supplies	64.96	64.96	250.00	26%
Food/Provisions - events	135.08	1,132.08	2,500.00	45%
Pool Supplies	0.00	0.00	3,000.00	0%



<b>Total Parks/Rec. Supplies &amp; Materials</b>	200.04	1,197.04	9,250.00	13%
<b>Parks/Rec Services</b>				
Pool Attendant Salaries	0.00	0.00	1,100.00	0%
Pool management fee	-1,134.00	11,468.50	50,610.00	23%
Pool Operations	3,193.54	5,338.54	8,100.00	66%
Comm. center maintenance	320.91	925.57	9,800.00	9%
Seasonal Decorations	0.00	0.00	14,400.00	0%
Events Services	0.00	275.00	1,200.00	23%
Water/Sewer	474.44	2,413.26	8,000.00	30%
Natural Gas	27.21	81.63	800.00	10%
<b>Total Parks/Rec Services</b>	2,882.10	20,502.50	94,010.00	22%
<b>Maintenance of Common Areas</b>				
Landscaping	10,833.33	32,499.99	148,550.00	22%
Park maintenance	2,891.21	3,170.03	36,410.00	9%
Pond maintenance	1,381.50	4,144.50	22,600.00	18%
Electric Maintenance	300.00	560.00	10,500.00	5%
Repairs of Common Areas	235.00	320.00	2,000.00	16%
<b>Total Maintenance of Common Areas</b>	15,641.04	40,694.52	220,060.00	18%
<b>Parks/Rec Capital Outlay</b>				
Tennis court resurfacing	0.00	0.00	32,000.00	0%
Basketball court resurfacing	0.00	0.00	9,000.00	0%
Council chambers video system	0.00	0.00	0.00	0%
Benches, Tables etc.	0.00	0.00	2,000.00	0%
<b>Total Parks/Rec Capital Outlay</b>	0.00	0.00	43,000.00	0%
<b>Total Parks &amp; Recreation</b>	18,723.18	62,394.06	366,320.00	17%
<b>Public Services/Safety</b>				
Electric bills	8,935.77	27,126.08	109,600.00	25%
Street Signs	30.00	30.00	12,900.00	0%
Waste Collection	15,380.82	30,660.64	189,000.00	16%
Law enforcement	85,667.00	85,667.00	171,334.00	50%
<b>Total Public Services/Safety</b>	110,013.59	143,483.72	482,834.00	30%
<b>Total Expense</b>	173,742.45	284,197.37	1,165,577.00	24%
<b>Net General Fund</b>	132,452.50	176,308.39	0.00	100%

<b>Powell Bill</b>				
<b>Other Income</b>				
Interest - Powell Funds	0.00	12.39	0.00	100%
Powell Bill Revenue	0.00	0.00	96,800.00	0%
<b>Total Other Income</b>	<b>0.00</b>	<b>12.39</b>	<b>96,800.00</b>	<b>0%</b>
<b>Other Expense</b>				
Street Exp. - Powell Bill	0.00	72,841.00	96,800.00	75%
<b>Total Other Expense</b>	<b>0.00</b>	<b>72,841.00</b>	<b>96,800.00</b>	<b>75%</b>
<b>Net Powell Bill</b>	<b>0.00</b>	<b>-72,828.61</b>	<b>0.00</b>	<b>100%</b>
	132,452.5	-		
<b>Net Excess of Rev. over Exp.</b>	<b>0</b>	<b>249,137.00</b>	<b>0.00</b>	<b>100%</b>

**RECORDS RETENTION SCHEDULE AMENDMENTS:** The records retention and disposition schedule is developed by the Department of Cultural Resources at the state level. If a municipality does not establish and update the retention schedule, the municipality is not authorized by the Department of Cultural Resources to destroy records according to General Statutes of North Carolina Chapters 121 and 132. Mayor David Cleveland discussed the Records Retention Schedule Amendments for Standard 9. Law Enforcement Records, Standard 12. Personnel Records, Standard 6. Emergency Services and Fire Department Records and Standard 4. Budget, Fiscal and Payroll Records. Ashley Dance made the motion to adopt the amendments to the Municipal Records Retention Schedule. Sandy Coughlin seconded the motion. Vote – Unanimous.

**PARK AND RECREATION BUSINESS:** Mayor David Cleveland shared that P&R toured all 38 cul-de-sacs with Lucas Lawn and Landscaping. Fifteen of the cul-de-sacs are fine; the rest need shrubs, mulch, knock-out roses and trees limbed up. Lucas Lawn and Landscaping has provided a quote of \$2,334 to address the cul-de-sacs - \$1,620 for mulch and \$714 for plants. P&R would like to request approval for this project to be funded out of Park Maintenance. Fabian Szarko made a motion to approve the cul-de-sac enhancements. John Barnes seconded the motion. Vote – Unanimous.

P&R has received a quote from Henry Antonsanti for the Christmas Lights for \$11,277. This includes removing and restringing the lights on the Village Christmas tree on Meeting Street. P&R would like to request approval for \$12,000 for this year's Christmas decorations to be funded out of the Seasonal Decorations line item. Ashley Dance made the motion to approve the request for \$12,000 for Seasonal Decorations. Pam Jack seconded the motion. Under discussion Henry Antonsanti will need liability insurance, W-9 and a hold harmless agreement with the Village. The Village will also need to provide a \$1,000 check for the purchase of lights. Vote – Unanimous.

Fabian Szarko shared that Quality Seal Coating & Sport Surfaces is scheduled to start with the tennis court and basketball court renovations this month. The resurfacing should be completed by October 23<sup>rd</sup>.

JT's Drain Service & Plumbing has completed the remodel of the two pool bathrooms in the brick building.

P&R approved \$6,445 for the pool filter and sand change, bulkhead replacement, feature pool cover and pool cover anchors. P&R would like to make a motion to appropriate \$3000 from Park Maintenance and \$3,000 from Pond Maintenance to Pool Operations to cover these expenses. Fabian Szarko made the motion to approve appropriating \$3,000 from Park Maintenance and \$3,000 from Pool Maintenance to Pool Operations. John Barnes seconded the motion. Vote – Unanimous. P&R then request approval for \$6,445 for Carolina Pool Management for the pool filter and sand change, bulkhead replacement, feature pool cover, and pool cover anchors to be funded out of Pool Operations. Fabian Szarko made the motion to approve the pool repairs. Ashley Dance seconded the motion. Vote – Unanimous.

Ashley Dance shared that the Chili Cook-off is scheduled for Saturday, November 12<sup>th</sup> from 6:00 to 8:00 PM.

The Christmas Tree Lighting Ceremony is scheduled for Sunday, December 4<sup>th</sup> from 5:30 – 6:30 PM. Willie Caldwell, 2016 Hometown Hero will be lighting the Christmas Tree this year.

**ECONOMIC DEVELOPMENT:** Sandy Coughlin shared that the wayfaring signs are completed. The EDC is updating contact information for all of the businesses and surveying the professional organizations to get better acquainted. The mylakeparknc.com website has been updated. The EDC has renewed their membership with the Union County Chamber of Commerce. The EDC has a booth at the Fall Festival.

**MATHISEN MEMORIAL:** Mayor David Cleveland shared that several ideas are being discussed as a possible memorial for Chris Mathisen.

1. Changing the name of Gazebo Park/Town Center Park to Mathisen Square.
2. Changing the name of Founders Park to Mathisen Park.
3. Naming the Clocktower after Chris Mathisen.
4. Portrait and plaque for the Community Center.
5. Creating a bronze profile plaque.

Sandy Coughlin discussed the bronze profile plaque idea that was sent to Council by Martha Norcross. If the plaque was 24"x18" with the Lake Park font and approximately 100 words the cost would be about \$1,300. The plaque is designed to be outside and is weather resistant.

Mayor David Cleveland shared that if we rename one of the parks, signage similar to the Paul Wolfcale Recreation Complex could also be used. The cost for that type of signage is \$350 per sign. Council members were encouraged to visit the parks and think about the signage and how they would like to honor Chris Mathisen prior to the November meeting.



**PUBLIC SERVICES:** Fabian Szarko shared that after reviewing all of the alley sign locations, we have two small alleys where signage was not included in the original quote. We need to add \$820 to the scope of the project for a total of \$13,120 for 32 signs. Fabian Szarko made the motion to approve the two additional signs. Sandy Coughlin seconded the motion. Vote – Unanimous.

Sandy Coughlin attended the Indian Trail Council meeting presentation by DOT concerning the Faith Church Road Extension. The Village is concerned about potential traffic on the other side of Highway 74 and the 1 mile stretch of Faith Church Road that runs through the Village.

John Barnes shared that the street light on Authur has been installed. The street light is making a big difference in the cul-de-sac. John Barnes would like to have Baucom Electric install LED lights on the pool houses - \$1,800. John Barnes made a motion to approve up to \$2,000 to install LED lights on the pool houses. Pam Jack seconded the motion. Vote – Unanimous.

**COMMUNICATION:** The deadline for articles and information for the October newsletter is Friday, October 14<sup>th</sup> at 5 p.m. Topics to be included: Waste Collection, Car Break-ins, Garden Club, Toy Drive, Chili Cook-Off, Voting, Open Council Position, Five Year Plan Survey, P&R and Fall Festival.

**CLOSED SESSION TO CONSULT WITH LEGAL COUNCIL {NCGS 143-318.11(a) (3)}:** Sandy Coughlin made the motion to go into Closed Session. Fabian Szarko seconded the motion. Vote – Unanimous.

Mayor David Cleveland called the Regular Session October 11, 2016 Council meeting back to order. There was discussion in Closed Session with the Village legal counsel. Mayor David Cleveland shared that based upon discussion, Council needed to make a motion concerning the individual designated parking space request. Sandy Coughlin made the motion to deny the individual designated parking space request. John Barnes seconded the motion. Vote – Unanimous. The request for an individual designated parking space is denied.

**COUNCIL COMMENTS:** Ashley Dance shared that they have sold their house and will be closing on the house later this week. The Dances are moving to the Wilmington area temporarily and then plan to build a home. Ashley Dance shared that she will turn in her resignation and keys to the Town Hall later this week. Mayor David Cleveland thanked Ashley for her service to the Village and especially for her efforts to start a Memorial Day event. Mayor David Cleveland also thanked Shannon for all his work on the HOA and events.

Fabian Szarko, Pam Jack, John Barnes and Sandy Coughlin thanked Ashley and Shannon Dance for all that they have done for the community and for starting the Memorial Day Event. They also wished them good luck with their relocation.

The next Council meeting will be on Monday, November 7, 2016 at 7 pm due to the election.



**ADJOURN:** Ashley Dance made the motion to adjourn. John Barnes seconded the motion.  
Vote – Unanimous.

Respectfully submitted,

  
Mayor David Cleveland

  
Village Administrator, Cheri Clark

